

29 MAY 1980

MEMORANDUM FOR: Chairman, E Career Service

FROM : Deputy Director of Central Intelligence

SUBJECT : FY 1980 E Career Service Annual Personnel Plan
(APP) Analysis

1. I have read with interest your analysis of your FY 80 APP. I am pleased to note the progress you report with respect to increases in female and Black professional employees over the base year and urge you to continue your affirmative action efforts with increased emphasis on Asian American and Hispanic recruitment. Of course, the accomplishments of your Career Service pursuant to our Affirmative Action and EEO goals will be measured in greater detail in the context of the Annual Report of the Director, EEO.

2. There has been a slight increase in the number of Personal Rank Assignments (PRAs) in your Career Service, and I share the concern expressed by the Director about PRAs in the Agency, particularly those which have been extended beyond a period of two years. While the new SIS places a different focus on traditional slotting of individuals at that level, substantial numbers of PRAs still occur at the GS-15 level and below. I recognize that senior managers require a certain degree of flexibility in the assignment of their personnel, but this flexibility should be exercised sparingly and only for limited periods of time. I am therefore asking that you reduce the number of PRAs in the E Career Service during this fiscal year. I further ask that you concentrate on eliminating PRAs which have been in effect in excess of two years and that you insure your staffing complement accurately reflects your personnel assignments.

3. Although the number of reported counseling cases declined during the FY, the Director and I wish to be reassured that such cases have actually been rehabilitated, and that significant improvement has taken place. I therefore ask that you personally satisfy yourself that problem cases are being dealt with effectively, and not ignored.

4. In order to improve the accuracy of projections of retirements and resignations, you are encouraged to make better use of OPPPM's resources which are available to assist you in making these projections.

5. As the new Senior Officer Development Program becomes formalized, I urge you to continue to emphasize rotational assignments for developmental purposes.

6. At the time of our regularly scheduled quarterly CIA Goals meetings, please be prepared to discuss the progress concerning each of these topics.

Signed

Frank C. Carlucci

Signed

Originator:

Director of Personnel Policy,
Planning, and Management

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